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8 August 1952

MEMORANDUM FOR: ACTING DDA
SUBJECT: Administrative Staff (Special)

25X1A

1. [REDACTED] has informed me that subject only to the concurrence of the DDA, the determination has been made to dissolve the Administrative Staff (Special).

2. Specifically, he advised that the Special Contracting function was to be transferred to Covert Personnel, the General Support Unit to Management, and that the Covert Coordination Committee and the Secretariat Unit would either be dissolved or would be transferred to CM.

3. It is my opinion that all of the above actions should not be done, that so doing would impair the fulfillment of the DDA's responsibilities and would create serious voids in the Administrative area.

4. In support of these views and in part at the request of the DDA, I have prepared several papers on the more significant issues and problems involved. In recognition of the fact that there are always alternative solutions to all problems, I do not necessarily recommend the retention of the Administrative Staff (Special) in its present form. I do recommend, however, careful consideration of the possible need of the DDA for specialized supplementary administrative machinery and a staff to perform specialized administrative functions not accomplished elsewhere.

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[REDACTED] Chief
Administrative Staff (Special)

EDE:mes (8 August 1952)

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Security Information